

SOUTHWEST TRANSIT COMMISSION MINUTES

June 26, 2014 – 6:45 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

Jerry McDonald
Nancy Tyra-Lukens
Jay Rohe
Bob Roepke

ADVISORY BOARD

Ric Rosow, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Steve LaFrance, Maintenance & Facilities Director
Matt Fyten, Manager of Planning & Customer Experience
Dave Simoneau, Director of Driver Services &
Emergency Management

A Work Session was held prior to the Commission Meeting. Topics included:

- 2014 Budget – proposed adjustments
- Reserve Investment Options/Strategies

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:45 p.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF AGENDA

No changes were proposed to the agenda.

Motion: Rohe motioned, seconded by Roepke to approve the agenda as presented. The motion carried 4-0-0.

IV. PAYMENT OF CLAIMS (motion and roll call vote)

Motion: Tyra-Lukens motioned, seconded by Roepke to approve the payment of claims. The motion carried 4-0-0. Roll Call Vote: McDonald, yes; Tyra-Lukens, yes; Rohe, yes; Roepke, yes.

V. CONSENT

- A. Approve Minutes of 5/22/14 & 6/13/14 Meetings
- B. Accept Current Financial Statements

Motion: Roepke motioned, seconded by Rohe to approve the Consent items. The motion carried 4-0-0.

VI. NEW BUSINESS

A. Adopt Budget Update/Amendment

Chief Executive Officer Simich reviewed the 2014 budget approved by the Commission at its December 5, 2013 and the budget modifications currently recommended to the Commission.

Motion: Tyra-Lukens motioned, seconded by Roepke to adopt Resolution 14-16 approving the amendment to the 2014 budget.

General Fund revenue budget	\$ 10,948,000
General Fund expenditure budget	\$ 10,093,870
Capital & Equipment Fund expenditure budget	\$ 634,800

The motion carried 4-0-0.

B. Memo of Understanding on Joint Operation of SouthWest Station

CEO Simich reviewed background of said Memo of Understanding and stated that all items have been resolved except for Dial-a-Ride service. Staff recommends tabling approval of MOU pending further negotiations.

Motion: Rohe motioned, seconded by Roepke to table approval of the MOU with the Metropolitan Council on the Joint Operation of SouthWest Station. The motion carried 4-0-0.

C. Approve LSA Contract

CEO Simich stated that improvements need to be made to Eden Prairie Bus Garage to provide additional space to store vehicles, to automate bus washing procedures and to provide an environmentally adequate situation for fueling vehicles.

Motion: Tyra-Lukens motioned, seconded by Rohe to authorize the CEO to enter into a contract with LSA Design for preliminary engineering related to making improvements to the Eden Prairie Bus Garage for a cost not to exceed \$46,000 plus normal reimbursable expenses. The motion carried 4-0-0.

D. Approve Contract for EP Garage Floor Seal

Maintenance & Facilities Director LaFrance stated that Eden Prairie bus storage garages B and C are in need of floor sealant application to prolong life of concrete floor.

Scope of Work was prepared by SWT staff; Request for Bid (RFB) was issued. One company responded:

Insured Maintenance, LLC \$133,800

Budgeted amount was \$130,000; Insured Maintenance, LLC agreed to this amount.

Motion: Roepke motioned, seconded by Tyra-Lukens to adopt Resolution 14-17 authorizing the CEO to execute an agreement with Insured Maintenance, LLC in the amount of \$130,000 for 2014 Eden Prairie Garage Floor Sealing. The motion carried 4-0-0.

E. Approve EP Garage Security Cameras

Maintenance & Facilities Director LaFrance stated that this is last step in project started in 2010 to have all SWT locations use same security camera system software. Also included will be installation of three additional cameras and upgrade of four cameras.

General Security Services Corporation (GSSC) was chosen from Cooperative Purchasing Venture (CPV) program. GSSC was vendor for other security camera upgrade projects for SWT and will allow for consistency in installation and software programming.

Motion: Rohe motioned, seconded by Roepke to adopt Resolution 14-18 authorizing the CEO to execute an agreement with General Security Services Corporation in the amount of \$28,800 for 2014 Eden Prairie Garage Security Camera Upgrade. The motion carried 4-0-0.

F. Present Rider Survey Results

Manager of Planning & Customer Experience Fyten reviewed results of 2014 Rider Survey. 96% of surveys handed out to riders were returned; 99% of SWT riders are very satisfied/satisfied with SWT service. All results to be posted to swtransit.org.

No motion required. For discussion only.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. ADJOURNMENT

Motion: Roepke motioned, seconded by Rohe to adjourn. The motion carried 4-0-0. The meeting was adjourned at 7:48 p.m.

June 26, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: Linda Spwacek
recording secretary

Date: 8/21/14